

## Corollary 1 to Circular 46

**A. Proposal for making following changes, portion deleted and strikethrough, and addition proposed underlined**

### **PROCEDURE LEADING TO APPROVAL/EMPANELMENT OF INTERNAL EXAMINERS FOR ORAL ASSESSMENT.**

**Purpose :**

- ⌋ To ensure that trained examiners are available for conducting oral examination so to achieve the objectives laid down in the Quality Policy of EAC branch.
  
- ⌋ To document procedures for providing training in order to approve Engineer and Ship Surveyors as an Internal Examiner for conducting orals as per the procedures and guidelines issued by Director General of Shipping under MEO 1998 examination rules.
  
- ⌋ The training for the approval of engineering examiner comprise:
  1. Evaluation of eligibility of candidates
  2. Assessment of written scripts\*
  3. Conducting orals

\* However, as the theory papers and orals are assessed separately and, the questions in the written papers are objective with answers being provided for, the Chief Examiner of Engineers may exempt the surveyor from undergoing training

for assessment of written papers of any grade, and shall declare the surveyor as examiner, subject to his being found suitable, for conducting orals only of the particular grade of examination.

**Scope :**

F.V.E.D., F. V. Engineers, Sea Going E.D and MEO Class IV (NCV)

*MEO Class III SEO*

*MEO Class III CEO*

**MEO (Main Stream)**

MEO Class IV

MEO Class II

MEO Class I

Principal Officers of each district to initiate the training of surveyors and forward the report to the Chief Examiner of Engineers for declaring them as Examiners, after he is satisfied with the training and competence of the surveyor to conduct oral examination. Chief Examiner of Engineers is to review the efficiency and functioning of the policy and procedures and make amendments if required.

**Procedure :**

The procedure shall be amended as and when:

- ⌋ Change of policy takes place;
- ⌋ Chief Examiner of Engineer recognizes the need for updating the ongoing procedure;
- ⌋ Any changes in rules/regulations and adoption of modern methods for training/assessment.

**A) For Oral Assessment :**

Trainee examiner to be guided by the procedures as detailed in the Guidelines on conducting orals (Circular 010 dated 12 November, 2001).

Principal Officer/Dy.C.S. while assessing the trainee examiner shall take into consideration the following points before forwarding his recommendation to the Chief Examiner of Engineers for declaring him as an examiner for a particular grade.

- a) Attitude towards the examinee.
- b) Approach of asking questions to the candidate.
- c) Type and level of questions being asked, i.e. related to the grades.
- d) Judgement for assessing the candidate result.
- e) Overall performance.

Based on the above, the Principal Officer/Dy.C.S. shall assess the trainee examiner and grade him as follows for the above five criteria:

**Use a Rating Scale as follows - (Ref. Eng/Exam17(9)/99 Circular 010 dated 12<sup>th</sup> Nov. 2001).**

**Poor 1**

*Fair "2"*

**Good - 3**

Very good "4"

**Excellent - 5**

The total marks allocated for 5 stages of conducting orals is ~~30~~ 25 which means that a trainee examiner gets a maximum rating of 5 and minimum of 1 for each stage. If the trainee examiner secures:

1. Upto and including fourteen - to be trained further, as detailed in the procedure.
2. Fifteen and above - recommendation to be forwarded to the Chief Examiner of Engineers. Assessment Sheet (Annex 1) of the trainee examiner is to be filled up and enclosed with the proposal.

**B) For written paper assessment :**

Evaluation of written scripts by the trainee examiner, shall be assessed by the approved examiner. The maximum difference in the evaluation shall not be more than ~~10%~~ ± 5%.

**1 F.V.E.D., F. V. Engineers, Sea Going E.D and MEO Class IV (NCV) :**

-

Grade of Exam.	Training Schedule		
	Training Activity	Time Period	Remarks
-			

<b>F.V., S.G.E.D MEO Class IV (NCV)</b>	Familiarization with the rules	3 months	
	Scrutiny of application forms of repeaters,	<del>3 months</del> 1 month	
	Scrutiny of fresh applications	<del>6 months</del> 2 month	Atleast ten candidates
	Assessment of orals independently		In the presence of P.O. /Dy. C.S/ <u>Approved examiner.(3 candidates)</u>

1. If found satisfactory as per the procedure laid down, proposal shall be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained or lacking basic technique of conducting orals he shall be trained further for another ~~ten~~ three candidates, before recommending his name to the Chief Examiner of Engineers.
2. Chief Examiner may accept the report forwarded by the P.O. and declare the surveyor as the examiner fit to conduct orals for MEO Class IV (NCV), S. G. E. D, F. V. E. D.

**Minimum Qualification of the Surveyor : First Class Certificate of Competency.**

**2. MEO Class III :**

**6**

**Atleast ~~12~~ months experience as approved MEO Class IV (NCV) examiner.**

<i>Grade of Exam.</i>	<b>Training Schedule</b>		
	<b>Training Activity</b>	<b>Time Period</b>	<b>Remarks</b>

<b>MEO Class III</b>	Familiarization with the rules	<del>3 months</del>	
	Scrutiny of application forms of repeaters	<del>3 months</del>	
	Scrutiny of fresh application	<del>3 months</del>	
	Conducting orals with approved examiner, & <u>assessment of orals independently</u>	In the presence of P.O. /Dy. C.S./ <u>approved examiner</u>	Atleast <del>ten</del> three candidates
	<u>Assessment of orals independently</u>		In the presence of P.O. /Dy. C.S.

1. If found satisfactory as per the procedure laid down, proposal shall be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class III orals he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.
2. Chief Examiner may accept the report forwarded by P.O. and declare the surveyor as the examiner to conduct orals for MEO Class III.

*Minimum Qualification of Surveyor : First Class Certificate of Competency.*

### **3. MEO CLASS IV :**

**6**

**Atleast 24 months experience as approved MEO Class IV (NCV) examiner**

<i>Grade of Exam.</i>	<b>Training Schedule</b>		
	<b>Training Activity</b>	<b>Time Period</b>	<b>Remarks</b>

<b>MEO Class IV</b>	Familiarization with rules	<del>3 months</del> 1 month	
	Scrutiny of application forms of repeaters	<del>3 months</del> 1 month	
	Scrutiny of fresh application	<del>3 months</del> 1 month	<u>Atleast 10 candidates</u>
	*Evaluation of written papers for all functions in Part <del>A</del> and B	<del>6 months</del> 3 months	Same to be assessed by the approved examiner, atleast <u>5 candidates</u>
	Conducting orals with approved examiner, & Assessment of orals individually	3 months	Atleast ten candidates  In the presence of P.O./Dy. C.S./ <u>approved examiner</u>

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1. If found satisfactory as per the procedure laid down, proposal to be put up to/by P.O for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class IV orals, he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.
2. Chief Examiner may accept the report forwarded by the P.O. and declare the surveyor as the examiner to conduct orals for MEO Class IV.

**Minimum Qualification of the Surveyor : First Class Certificate of Competency.**

**4. MEO CLASS II :**

**Atleast 24 months experience as approved MEO Class IV examiner or minimum service of 48 months)**

<i>Grade of Exam.</i>	<b>Training Schedule</b>		
	<b>Training Activity</b>	<b>Time Period</b>	<b>Remarks</b>
<b>MEO Class II</b>	Familiarization with rules	<del>3 months</del>	
	Scrutiny of application forms of repeaters	<del>3 months</del> 3 months	<u>Minimum 10 applications</u>
	Scrutiny of fresh application	<del>3 months</del>	
	*Evaluation of written papers for all functions in Part A and B	6 months	Same to be assessed by the approved examiner
	Conducting orals with approved examiners (atleast <del>three</del> two), & Assessment of orals individually	3 months	Atleast <del>ten</del> five candidates, In the presence of P.O. /Dy. C.S./ <u>approved examiner</u>

1. If found satisfactory as per the procedure laid down, proposal to be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class II orals he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.

2. Chief Examiner may accept the report forwarded by P.O. and declare the surveyor as the examiner to conduct orals for MEO Class II.

**~~Minimum Qualification of Surveyor : M.Sc. from WMU, Malmo or Extra First Class Certificate of Competency.~~**



5 MEO CLASS I :

***Atleast 12 24 months experience as approved MEO Class II examiner***

Grade of Exam.	Training Schedule		
	Training Activity	Time Period	Remarks
MEO Class I	Familiarization with rules	<del>3 months</del>	
	Scrutiny of application forms of repeaters	<del>3 months</del> 1 month	
	Scrutiny of fresh application	<del>3 months</del>	
	*Evaluation of written paper.	2 months	Same to be assessed by the approved examiner
	<u>Conducting orals with approved examiners (atleast two). &amp; Assessment of orals individually</u>	<u>3 months</u>	<u>Atleast five candidates, in the presence of P.O. /Dy.C.S.</u>

1. If the surveyor is found not fully trained for evaluation of written papers, he shall be trained further for another 3 months, before recommending his name to the Chief Examiner of Engineers. If found satisfactory, proposal shall be put up to/ by P.O. for recommending to Chief Examiner of Engineers for approval /empanelment as an internal examiner for written scripts of MEO Class 1 candidates.

**Minimum Qualification of Surveyor : Extra First Class Certificate of Competency/ M.Sc. Degree awarded by the World Maritime University, Malmo, Sweden.**

Chief Examiner of Engineers has the overriding authority to declare any Engineer and Ship Surveyor as examiner if the circumstances so require, on his being satisfied with the performance of the concerned examiner/surveyor. Chief Examiner of Engineers shall monitor and review the performance of the examiner by a systematic feed-back system, and advice on taking necessary steps to improve the performance, if found deficient. The Chief Examiner of Engineers shall withdraw the approval of the examiner, after being afforded suitable opportunity in his own defence, if the

Principal Officer forwards any adverse report regarding the examiner. If the Chief Examiner of Engineers sodesires, he may call for details before taking any action. Till such time, a final decision is conveyed the examiner shall not conduct orals.

**Note:** If an approved examiner for a particular grade of oral examination is not effectively involved in oral examination activity for a period of 12 months, he shall perform Assessment and other examinations related work for one month and conduct 5 oral examinations accompanied by another approved examiner. A satisfactory report on format **oral approval form** will be forwarded to Directorate General of shipping with recommendation for continuance of that particular grade.

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**ASSESMENT SHEET**

**Name of Trainee Examiner :**

**Month:**

**The scores to be given on completion of the questioning process.**

	<i>Sessions</i>	<i>Contents</i>	<b>Actual Marks</b>
1	<b>Pre examination.</b> Attitude towards the examinee.	Exchange of niceties, quick look at background and eligibility, ability to put examinee at ease.	
2	<b>During course of main examination.</b>	Type of questions (Especially leading to assessment of practical involvement with hands on experience)	

	Approach of asking Questions.	Subject/relevance/indepth of questions (special reference to underpinning knowledge and involvement in critical situations).	
3	<b>General</b> Level of questions being asked.	Ability to extract and explore knowledge from examinee by using correct tactics/communication skills e.g. open/lead questions, past experience, situation analysis etc.	
4	<b>Summary</b> Judgement for Assessing the Candidate.	<ul style="list-style-type: none"> <li>i) Ability to convince examinee of his/her performance, areas required to improve and suggestions if any.</li> <li>ii) Clarity of speech.</li> <li>iii) Maintaining cordial atmosphere although out</li> </ul>	
5	Overall Performance		
	<b>SUM TOTAL OF MARKS</b>		

**Note : At least fifteen and above marks will entitled forwarding proposal for approval / continuance.**

**Proposal recommended by :**

**Dy.C.S. / P.O.**

**M.M.D./D.G.S.**

**Approved by :**

**Chief Examiner**

1. **IF NOT APPROVED : Chief Examiner of Engineers may require necessary steps to be taken here under :-**

**Chief Examiner (E)**

*Or*

2. **If considered necessary, Chief Examiner (E) may require another sample oral in his presence.**

**Place Date :**

**Annexure** to Procedure No.

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Rev :

**ORAL APPROVAL FORM**

Recommend approval/continuance for grade of...

Name of Officer :

Rank :..

Date of joining service with D.G.S. :..

Appointment date at assessment center :

Record of orals for grade. Conducted;

Period of discontinuation of conducting orals :

Sr. No.	Date	Name of approved Examiner	Observation/Remark	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**B. Copy with corrections incorporated for approval**

**PROCEDURE LEADING TO APPROVAL/EMPANELMENT OF  
INTERNAL EXAMINERS FOR  
ORAL ASSESSMENT.**

**Purpose :**

‡ To ensure that trained examiners are available for conducting oral examination so to achieve the objectives laid down in the Quality Policy of EAC branch.

‡ To document procedures for providing training in order to approve Engineer and Ship Surveyors as an Internal Examiner for conducting orals as per the procedures and guidelines issued by Director General of Shipping under MEO 1998 examination rules.

‡ The training for the approval of engineering examiner comprise:

1. Evaluation of eligibility of candidates
2. Assessment of written scripts\*
3. Conducting orals

\* However, as the theory papers and orals are assessed separately and ,the questions in the written papers are objective with answers being provided for, the Chief Examiner of Engineers may exempt the surveyor from undergoing training for assessment of written papers of any grade, and shall declare the surveyor as examiner, subject to his being found suitable, for conducting orals only of the particular grade of examination.

**Scope :**

F.V.E.D., F. V. Engineers, Sea Going E.D and MEO Class IV (NCV)

*MEO Class III SEO*

*MEO Class III CEO*

**MEO (Main Stream)**

MEO Class IV

MEO Class II

## MEO Class I

Principal Officers of each district to initiate the training of surveyors and forward the report to the Chief Examiner of Engineers for declaring them as Examiners, after he is satisfied with the training and competence of the surveyor to conduct oral examination. Chief Examiner of Engineers is to review the efficiency and functioning of the policy and procedures and make amendments if required.

### **Procedure:**

The procedure shall be amended as and when:

- ⌋ Change of policy takes place;
- ⌋ Chief Examiner of Engineer recognizes the need for updating the ongoing procedure;
- ⌋ Any changes in rules/ regulations requires adoption of modern methods for training/assessment.

### **A) For Oral Assessment :**

Trainee examiner to be guided by the procedures as detailed in the Guidelines on conducting orals (Circular 010 dated 12 November, 2001).

Principal Officer/Dy.C.S. while assessing the trainee examiner shall take into consideration the following points before forwarding his recommendation to the Chief Examiner of Engineers for declaring him as an examiner for a particular grade.

- a) Attitude towards the examinee.
- b) Approach of asking questions to the candidate.
- c) Type and level of questions being asked, i.e. related to the grades.
- d) Judgement for assessing the candidate result.
- e) Overall performance.

Based on the above, the Principal Officer/Dy.C.S. shall assess the trainee examiner and grade him as follows for the above five criteria:

**Use a Rating Scale as follows - (Ref. Eng/Exam17(9)/99 Circular 010 dated 12<sup>th</sup> Nov. 2001).**

**Poor 1**

*Fair "2"*

**Good - 3**

*Very good "4"*

**Excellent - 5**

The total marks allocated for 5 stages of conducting orals is 25 which means that a trainee examiner gets a maximum rating of 5 and minimum of 1 for each stage. If the trainee examiner secures:

1. Upto and including fourteen - to be trained further, as detailed in the procedure.



2. Fifteen and above - recommendation to be forwarded to the Chief Examiner of Engineers. Assessment Sheet (Annex 1) of the trainee examiner is to be filled up and enclosed with the proposal.

**B) For written paper assessment :**

Evaluation of written scripts by the trainee examiner, shall be assessed by the approved examiner. The maximum difference in the evaluation shall not be more than  $\pm 5\%$ .

**1. F.V.E.D., F. V. Engineers, Sea Going E.D and MEO Class IV (NCV) :**

-

<i>Grade of Exam.</i>	<b>Training Schedule</b>		
	<b>Training Activity</b>	<b>Time Period</b>	<b>Remarks</b>
<b>F.V., S.G.E.D MEO Class IV (NCV)</b>	Familiarization with the rules	3 months	
	Scrutiny of application forms of repeaters	1 month	
	Scrutiny of fresh applications	2 month	Atleast ten candidates
	Assessment of orals independently		In the presence of P.O. /Dy. C.S/ approved examiner.(3 candidates)

3. If found satisfactory as per the procedure laid down, proposal shall be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained or lacking basic technique of conducting orals he shall be trained further for another three candidates, before recommending his name to the Chief Examiner of Engineers.

4. Chief Examiner may accept the report forwarded by the P.O. and declare the surveyor as the examiner fit to conduct orals for MEO Class IV (NCV), S. G. E. D, F. V. E. D.

**Minimum Qualification of the Surveyor : First Class Certificate of Competency.**

**2. MEO Class III :**

**Atleast 6 months experience as approved MEO Class IV (NCV) examiner.**

<i>Grade of Exam.</i>	<b>Training Schedule</b>		
	<b>Training Activity</b>	<b>Time Period</b>	<b>Remarks</b>
<b>MEO Class III</b>	Familiarization with the rules		
	Scrutiny of application forms of repeaters	3 months	
	Scrutiny of fresh application		
	Conducting orals with approved examiner, & assessment of orals independently	In the presence of P.O. /Dy. C.S./approved examiner	Atleast three candidates

3. *If found satisfactory as per the procedure laid down, proposal shall be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class III orals he shall be trained further for another three candidates, before recommending his name to the Chief Examiner of Engineers.*

4. *Chief Examiner may accept the report forwarded by P.O. and declare the surveyor as the examiner to conduct orals for MEO Class III.*

*Minimum Qualification of Surveyor : First Class Certificate of Competency.*

**3. MEO CLASS IV :**

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**Atleast 6months experience as approved MEO Class IV (NCV) examiner/Class III**

<i>Grade of Exam.</i>	<b>Training Schedule</b>		
	<b>Training Activity</b>	<b>Time Period</b>	<b>Remarks</b>
-			

<b>MEO Class IV</b>	Familiarization with rules		
	Scrutiny of application forms of repeaters	3 months	
	Scrutiny of fresh application		Atleast 10 candidates
	*Evaluation of written papers for all functions in Part B	3 months	Same to be assessed by the approved examiner, 5 candidates
	Conducting orals with approved examiner, & assessment of orals individually	3 months	Atleast ten candidates  In the presence of P.O./Dy. CS./  approved examiner.

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3. If found satisfactory as per the procedure laid down, proposal to be put up to/by P.O for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class IV orals, he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.
  
4. Chief Examiner may accept the report forwarded by the P.O. and declare the surveyor as the examiner to conduct orals for MEO Class IV.

**Minimum Qualification of the Surveyor : First Class Certificate of Competency.**

**4. MEO CLASS II :**

**Atleast 6 months experience as approved MEO Class IV examiner or minimum service of 24 months)**

Grade of Exam.	Training Schedule		
	Training Activity	Time Period	Remarks
MEO Class II	Familiarization with rules		
	Scrutiny of application forms of repeaters	months	
	Scrutiny of fresh application		Minimum 10 candidates
	*Evaluation of written papers for all functions in Part B	6 months	Same to be assessed by the approved examiner
	Conducting orals with approved examiners (at least two) & assessment of orals individually	3 months	<b>Atleast five candidates</b> in the presence of P.O. /Dy. C.S./ Approved Examiner

1. If found satisfactory as per the procedure laid down, proposal to be put up to/by P.O. for recommending to Chief Examiner of Engineers. If the surveyor is found not fully trained for conducting MEO Class II orals he shall be trained further for another ten candidates, before recommending his name to the Chief Examiner of Engineers.

2. Chief Examiner may accept the report forwarded by P.O. and declare the surveyor as the examiner to conduct orals for MEO Class II.

5MEO CLASS I :

***Atleast 12 months experience as approved MEO Class II examiner***

<i>Grade of Exam.</i>	<b>Training Schedule</b>		
	<b>Training Activity</b>	<b>Time Period</b>	<b>Remarks</b>
<b>MEO Class I</b>	Familiarization with rules		
	Scrutiny of application forms of repeaters	1 month	
	Scrutiny of fresh application		
	*Evaluation of written pape	2 months	Same to be assessed by the approved examiner.
	Conducting orals with approved examiners (atleast two), & Assessment of orals individually	3 months	Atleast five candidates, in the presence of P.O. /Dy.C.S.

1. If the surveyor is found not fully trained for evaluation of written papers, he shall be trained further for another 3 months, before recommending his name to the Chief Examiner of Engineers. If found satisfactory, proposal shall be put up to/ by P.O. for recommending to Chief Examiner of Engineers for approval /empanelment as an internal examiner for written scripts of MEO Class 1 candidates.

**Minimum Qualification of Surveyor : Extra First Class Certificate of Competency/ M.Sc. Degree awarded by the World Maritime University, Malmo, Sweden.**

Chief Examiner of Engineers has the overriding authority to declare any Engineer and Ship Surveyor as examiner if the circumstances so require, on his being satisfied with the performance of the concerned examiner/surveyor. Chief Examiner of Engineers shall monitor and review the performance of the examiner by a systematic feed-back system, and advice on taking necessary steps to improve the performance, if found deficient. The Chief Examiner of Engineers shall withdraw the approval of the examiner, after being afforded suitable opportunity in his own defence, if the Principal Officer forwards any adverse report regarding the examiner. If the Chief Examiner of Engineers so desires, he may call for details before taking any action. Till such time, a final decision is conveyed the examiner shall not conduct orals.

**Note:** If an approved examiner for a particular grade of oral examination is not effectively involved in oral examination activity for a period of 12 months, he shall perform Assessment and other examinations related work for one month and conduct 5 oral examinations accompanied by another approved examiner. A satisfactory report on format **oral approval form** will be forwarded to Directorate General of shipping with recommendation for continuance of that particular grade.

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**ASSESSMENT SHEET**

**Name of Trainee Examiner :**

**Month:**

**The scores to be given on completion of the questioning process.**

	<i>Sessions</i>	<i>Contents</i>	<b>Actual Marks</b>
1	<b>Pre examination.</b> Attitude towards the examinee.	Exchange of niceties, quick look at background and eligibility, ability to put examinee at ease.	
2	<b>During course of main examination.</b> Approach of asking Questions.	Type of questions (Especially leading to assessment of practical involvement with hands on experience) Subject/relevance/indepth of questions (special reference to underpinning knowledge and involvement in critical situations).	

3	<b>General</b> Level of questions being asked.	Ability to extract and explore knowledge from examinee by using correct tactics/communication skills e.g. open/lead questions, past experience, situation analysis etc.	
4	<b>Summary</b> Judgement for Assessing the Candidate.	iv) Ability to convince examinee of his/her performance, areas required to improve and suggestions if any. v) Clarity of speech. vi) Maintaining cordial atmosphere although out	
5	Overall Performance		
	<b>SUM TOTAL OF MARKS</b>		

**Note : At least fifteen and above marks will entitled forwarding proposal for approval/continuance.**

**Proposal recommended by :**

**Dy.C.S. / P.O.**

**M.M.D./D.G.S.**

**Approved by :**



Chief Examiner

3. IF NOT APPROVED : Chief Examiner of Engineers may require necessary steps to be taken here under :-

Chief Examiner (E)

Or

4. If considered necessary, Chief Examiner (E) may require another sample oral in his presence.

Place Date :

**Annexure** to Procedure No.

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Rev :

**ORAL APPROVAL FORM**

Recommend approval/continuance for grade of...

Name of Officer :

Rank :..

Date of joining service with D.G.S. :..

Appointment date at assessment center :

Record of orals for grade. Conducted;

Period of discontinuation of conducting orals :

<b>Sr. No.</b>	<i>Date</i>	<b>Name of approved Examiner</b>	<b>Observation/Remark</b>	<i>Signature</i>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
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<b>9</b>				
<b>10</b>				